



City of Nashua  
**Historic District Commission**  
City Hall, 229 Main Street, PO Box 2019, Nashua NH 03061-2019  
(603) 589-3090

## APPLICATION

LOCATION \_\_\_\_\_

Applicant \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Owner (if different than applicant) \_\_\_\_\_

Date Received \_\_\_\_\_

Bldg Project # \_\_\_\_\_

Property Acct # \_\_\_\_\_

Sheet \_\_\_\_\_ Lot \_\_\_\_\_

PROPOSED WORK \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Construct ☐ Repair ☐ Add Signage ☐ Demolish ☐

Alter ☐ Replace ☐ Change Signage ☐

Other ☐ \_\_\_\_\_

At the \_\_\_\_\_ Historic District Commission (HDC) meeting, the above application was:

Approved ☐ Disapproved ☐ Tabled ☐ \_\_\_\_\_ Postponed ☐ \_\_\_\_\_

The HDC found the proposed: Does ☐ Does not ☐ meet the requirements of the regulations for the District.  
The following stipulations shall apply:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Chairman or designee

\_\_\_\_\_  
Date

**\$30 application fee** ☐

**\$15 signage fee** ☐

**\$100 recovery fee** ☐

Date Paid \_\_\_\_\_

Date Paid \_\_\_\_\_

Date Paid \_\_\_\_\_

Receipt # \_\_\_\_\_

Receipt # \_\_\_\_\_

Receipt # \_\_\_\_\_

## **Historic District Commission Application Procedures and Information**

Nashua's Historic District was established in 1983 to preserve a unique part of Nashua's heritage. The HDC is committed to help preserve the historic character of your property. As a property owner in Nashua's Historic District, there are certain specific regulations that apply to your building. Changes to the exterior that require a building permit must also be reviewed by the Historic District Commission (HDC).

The Commission normally meets on the 4<sup>th</sup> Monday of each month at 6:30 p.m. in Room 208 at City Hall. Please note the deadline dates for application submittals.

All proposed changes for alterations, additions, and new construction must conform to the Secretary of the Interior's Standards of Rehabilitation. When applying to the HDC, prepare an explanation of the proposed changes to the property and submit said application to the HDC office located in the Community Development Division on the 2<sup>nd</sup> floor of City Hall.

Please note in particular in your application package:

- Changes to signage
- Major alterations
- New additions
- Changes to windows and doors
- Structural changes to roof
- Siding materials
- Repair or alteration to decorative details
- Types of materials being used

Including the following with your application:

- Existing photographs of the building (all sides)
- Photographs of the building in context
- Older photographs of the building, if available
- Clear and accurate drawings, to scale and with accurate measurements (pencil, graph paper and tracing paper may be used)
- Samples of new materials to be used

Approval is not required for ordinary maintenance and repair, siding or painting as long as it does not alter or destroy any of the architectural features of the building; roofing or re-roofing, providing the roof plane remains the same; or storm windows and doors as long as the existing architectural elements are left intact.

For further questions, please call the Zoning Official at 589-3090.